

# ***Government Travel Charge Card Transition Plan***



**23 Apr 2008**

**P&R Dept, Fiscal Division, Finance Branch**



# ***Topics***

- New Contractor
- Transition Plan
- Requirements
- Command Impact
- Traveler Impact
- Summary



# ***New Contractor***

- ▢ Services/Agencies chose Citi Bank (CB)
- ▢ CB chosen based on ability to meet requirements and a commitment to support DoD



# ***Transition Plan***

- Three phase transition plan:
  - ◇ Planning, Execution, Post Transition
- Conducting ongoing meetings to identify, finalize, and prioritize transition issues with:
  - ◇ Services, Agencies, DoD Travel Mgt. Office
- CB and BOA have dedicated transition teams



# ***Command Impact***

- Review and update contact information
  - ◇ Update mailing/email addresses and phone numbers, continuously throughout transition period
- PCS Season
  - ◇ Keep mailing addresses up-to-date in EAGLS, critical!
- Close accounts as necessary
  - ◇ Deceased/Separated



# ***Command Impact (cont.)***

- Reconcile Centrally Billed Accounts (CBAs) by 29 Nov 08
  - ◆ Marine Corps required to pay CBA accounts,  
plus interest after 30 days
- Attend GSA SmartPay conference 21-25 July
- Training will be conducted at regional sites, dates & locations to be announced



# ***Traveler Impact***

- Current cardholders will not have to complete new applications
- Must update mailing address for new card issuance and acknowledge receipt
- Travelers will receive training
- If TAD across contract transition dates:
  - ◇ *Must have new and old cards*
  - ◇ *Split disbursement in DTS to both banks*



# *Summary*

- ❑ Citi is new contractor
- ❑ Last day to use old card 2359 on 29 Nov. '08
- ❑ Account info must be kept up-to-date (PCS season coming!)
- ❑ Card delivery will begin in Aug '08
- ❑ CBAs (TMO and unit) must be reconciled
- ❑ TAD across transition date (30 Nov '08) must have old and new cards



# *Summary*

- ❑ Major command Agency Program Coordinators (HL3 APCs) are engaged and working transition issues now
- ❑ Monthly teleconferences with HL3s are ongoing
- ❑ Communications to the field; MARADMINs and Web site forthcoming
- ❑ Command involvement crucial to successful transition!